



UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260
REV. 6-86
DAO 202-335

DELEGATED EXAMINING

Announcement **MVM-06-0129-DE**
No: September 22, 2006
Issue Date: October 6, 2006
Closing Date:

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Secretary
GS-0318-7/8
Full Performance Level: GS-08
One position to be filled
Salary Range:
GS-318-7: \$36,671-\$47,669 per annum
GS-318-8: \$40,612-\$52,794 per annum
Work Schedule: Full-time - Permanent
Competitive Service
Non-Bargaining Unit Position

VACANCY LOCATION

U.S. Patent and Trademark Office
Commissioner for Trademarks
Deputy Commissioner for Trademark Operations
Office of the Administrator for Services
Alexandria, VA

AREA OF CONSIDERATION

All U.S. Citizens

**Vacancy is also announced as:
MVM-06-0128-MP under Merit
Promotion procedures. Please review
the announcement to determine if you
are eligible for consideration under
Merit Promotion procedures.**

**NOTE: Applicants must apply to
each announcement in order to
receive consideration for both
vacancy announcements.**

Position Sensitivity: This is a Low Risk
position that requires a National Agency
Check with Inquires (NACI)

DUTIES: This position is located in the Office of Trademark Services. The incumbent serves as the principal office assistant performing a wide range of administrative, secretarial, and clerical office duties. Incumbent is responsible for preparing a variety of recurring and nonrecurring executive correspondence, reports, and other documents and for reviewing and processing a wide variety of incoming and outgoing correspondence, reports, and other materials for the supervisor's signature. Incumbent receives and screens telephone calls and greets visitors. Incumbent maintains supervisor's calendar, coordinates complex meeting arrangements, and schedules meetings and conferences that may involve coordinating travel arrangements. This position requires the use of office automation equipment and the services of a fully qualified typist.

QUALIFICATION REQUIREMENTS:

Applicants must meet the minimum qualification requirements as contained in the OPM's Qualification Operating Manual. These are available on line at www.opm.gov. The manual states that one year of specialized experience equivalent to the next lower grade in the Federal service is required. Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of that position.

Applicants meeting the basic qualification requirements and any selective placement factor stated in this vacancy announcement will be rated and ranked on the following knowledge, Skills, and Abilities (KSA's). Applicant must submit a separate written statement addressing each KSA.

Applicants must have one year of specialized experience which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. Examples of qualifying specialized experience include clerical/assistant/secretarial support regarding scheduling appointments and making commitments for the supervisor; reviewing incoming and outgoing correspondence and documents for appropriate action; screening and referring telephone calls for the supervisor; receiving visitors and maintaining the supervisor's calendar; and experience using personal computers and computer programs.

SELECTIVE FACTOR: Candidate must possess the following for consideration: Candidate must possess the following for consideration: Typing proficiency of 40 wpm. Words per minute are based on a 5-minute test with 3 or fewer errors. Applicants must show evidence of proficiency by submitting one of the following: 1) Notification of Personnel Action (SF-50) or equivalent that shows a government position which included typing or office automation in the position title; 2) Notice of Proficiency from a Developmental/Vocational program or keyboard test results



UNITED STATES PATENT AND TRADEMARK OFFICE

from an employment agency or similar organization; or 3) by self-certifying the level of proficiency. If you self-certify your proficiency and are selected, you may be required to submit to typing proficiency test

Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES:

APPLICANTS WILL BE EVALUATED ON THE BASIS OF EXPERIENCE, TRAINING, AWARDS, SUPERVISORY APPRAISALS, AND THE FOLLOWING FACTORS:

1. Ability to prepare a wide variety of recurring internal reports and documents from information obtained from supervisor, files, subordinate organizations and other sources.
2. Ability to use personal computers and computer programs such as MS Outlook, MS Excel, MS Word, PowerPoint at an intermediate level.
3. Ability to communicate effectively orally and in writing with the public and PTO personnel.
4. Ability to coordinate and organize detailed records and files received from multiple sources.

FAILURE TO ADDRESS EACH FACTOR LISTED ABOVE MAY HAVE AN IMPACT UPON YOUR RATING.

REGISTRATION FOR SELECTIVE SERVICE: The Defense Authorization Act of 1986 requires that all male applicants born after 12-31-59, who are required to register under the Military Selective Service Act, be registered or they are not eligible for appointment to this position. For further information concerning Selective Service requirements, please visit www.sss.gov.

VETERANS' PREFERENCE

You must clearly identify our claim for veterans' preference on your application. If u are claiming 5-pont veterans' preference, you must provide a cop of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of entitlement. If you are claiming 10-point veterans' preference, you must submit an SF-15, and the required proof (i.e., Department of Veterans Affairs letter dated 1991 or later, and the latest cop of report of separation from active Duty (DD-214) to establish proof of honorable discharge). Eligibility requirements for 5-point and 10-pont Veterans' Preference are available in the *VetGuide* that may be found on the U.S. Office of Personnel Management's website at www.opm.gov.

Candidates claiming veterans' preference who are still on active duty will be granted 5-point tentative preference if their application shows that they have the required service (i.e., served in a war, campaign or expedition). Candidates claiming a 10-pont preference on the basis of a disability must include appropriate documentation from the military service or Department of Veterans Affairs. At the time of appointment all candidates must produce a DD Form 214 documenting that their service was honorable.

How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit an OF-612, Optional Application for Federal Employment, or a resume.
2. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
3. Statement of qualifications relating to the Selective Factor and each of the Quality Ranking Factors.
4. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

FOR SPECIFIC INFORMATION CALL: Kay Parker (571) 272-8380 TDD# 1-800-828-1120 or Relay System
For more employment opportunities visit our web site at WWW.USPTO.GOV.

MAILING ADDRESS:
US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:
US Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse
Customer Service Center, 1A79
550 Elizabeth Lane
Alexandria, VA 22314

GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



UNITED STATES PATENT AND TRADEMARK OFFICE

2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
12. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
13. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
14. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
- 15. Relocation expenses will not be paid.**

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. The announcement number, title and grade of the position for which you are applying.
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)



UNITED STATES PATENT AND TRADEMARK OFFICE

- f. Hours per week,
- g. Salary
- h. Indicate if we may contact your current supervisor.

5. Other Qualifications

- a. Job-related training courses (title and year)
- b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
- c. Typing and/or stenography speed
- d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
- e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.